FOR MYSORE STATE

PUBLIC (RDP VI) (1955) Department.

Rt. SERIES.

G.O. No. 640.

Dated 28th April 1955.

Passed
Sept.
2/6/55.

[Despatch Abstract.]

Local Development Works - South Kanara district - Proforma agreement forms etc - Printing at private press - Expenditure - Sanctioned -

Development Urgent.
Ref.M1/2018/55.

South Kanara Collector's Office,
Mangalore, dated: 24-2-55.

From
Sri A. Kunhamed, B.A.,
Collector of South Kanara,
Mangalore.

To
The Secretary to Government,
Public (R.D.P), Department,
Fort St. George,
MADRAS 9.

Sub:- LOCAL DEVELOPMENT WORKS:- Printing of Proformas, Agreement forms etc - Expenditure - Sanction - Requested.

With a view to expedite the progress of work in respect of Local Development Works programme, I have got the following items printed locally at the Sataswati Printing Works, Ltd., Mangalore, by supplying the requisite paper from my office stock.

Proformas.	2000 Forms.
Agreement forms.	500 Forms.
Bill Forms.	1000 Forms.

The printing charges for the above items amount Rs.35-12-0, as shown below:-

For 2000 proformas and 500 Agreement forms.	Rs.19-0-0.
For 1000 bill forms.	Rs.16-12-0.
Total.	Rs.35-12-0.

The bills in-duplicate received from the Press, and the specimen copies of the forms printed are enclosed.

2/-As there is no specific provision under "Office Contingencies" under the local development works head of account, I request that the Government may be pleased to sanction the payment of the two bills, one for Rs.19/- and the other for Rs.16-12-0, by debit to the appropriate head of account as the Government may deem fit.

2/-Early orders are solicited.

Yours faithfully,

25-2-55.

For Collector.

25/2

E.N./25.2.55.

PROFORMA

LOCAL DEVELOPMENT WORKS.

1. Brief description of the scheme . . .

2. Total estimated cost of the scheme . . .

3. Value of contribution from general public in labour, kind and cash . . . .

4. Value of contribution from local body in labour, kind and cash . . . .

5. Amount proposed to be met from the grant . . . . . .

6. Size of the population involved . . .

7. Particulars of any voluntary organization participating in the scheme . . . .

8. The approximate period required for execution . . . . . .

9. Whether any recurring expenditure is involved . . . . . .

10. The arrangements made for meeting the recurring expenditure and maintenance of the work after completion.

11. REMARKS.

500 Copies / 22.1.55

10,002—19-1-55-

COMMUNITY PROJECTS DEPARTMENT.

AGREEMENT OF PIECEWORK.

Number of pages in the Agreement.....

Number of items in the Schedule.....

N.B.—Piecework is that which involves a payment for work done at stipulated rate only without reference to a total quantity or time.

TENDER

I/We (.....) do hereby tender to execute the works of the undermentioned description of piecework and in accordance with the conditions noted below in consideration of payment being made at per cent of the value for the quantity of work executed, the value being reckoned at the respective rates specified in the following Schedule:—

SCHEDULE

Name of work.

Number of item.	Class and description of work to be executed.	M.D.S.S. *number or other specification, if any.	Unit of calculation (in figures and in words).	Rate of cost of work (for evaluation of work) (both in figures and words to be entered one below the other).		
				Rs.	A.	P.

* Enter S.S. before the number if it is an M.D.S.S. number.

10

SCHEDULE.

Name of work.

Number of item	Class and description of work to be executed.	M.D.S.S.* number or other specification, if any.	Unit of calculation (in figures and in words).	Rate of cost of work (for evaluation of work) (both in figures and words to be entered one below the other).		
				Rs.	A.	P.

*Enter S.S. before the number if it is an M.D.S.S. number.

List of drawings and descriptive specifications.

Drawings .....

Descriptive specifications—

(1) (Note.—Enter relevant extracts from page 304 of the M.D.S.S.) .....

(2) Cement required for use on the work may be supplied at.....at Rs..... per ton ex-godown. The pieceworker shall make his own arrangement for the proper carriage and storage of cement at site of the works. The cost of cement thus supplied shall be recovered from the bills payable to the pieceworker. The rates specified for the finished items involving the use of cement include the cost and conveyance of cement required for the item of work. Ordinarily the cement shall be issued in quantities limited to the actual estimated requirements. Any quantity of cement left over after execution of the work shall be returned to the Project Executive Officer. The empty containers shall also be returned in good shape.

(3) Unless otherwise stated, the rates quoted in the schedule include all subsidiary items such as water for the work, clearing and marking out site and hire of tools and plant.

CONDITIONS.

1. The officer-in-charge of the.....Project area of Community Projects Department for the time being (hereinafter called the Project Executive Officer) or a subordinate officer deputed by him shall within a period of 15 days of the acceptance of the agreement by competent authority, give to the piecewroker full and complete particulars of the work to be done hereunder and permit the pieceworker and his workmen free access to the site on which work is to be executed. The pieceworker shall forthwith start the work and carry on the same with due diligence. All the work shall be executed in a workmanlike manner. The decision of the Project Executive Officer or any officer of the Community Projects Department of the Government of Madras, duly authorized in this behalf by such Project Executive Officer, as to the quality of work or material, shall be final and binding on the pieceworker.

2. The meterials used on the work shall conform to the descriptions in the Madras Detailed Standard Specifications and execution of works shall conform to the methods described therein.

3. The departmental officers in charge of the work shall be responsible for the correct setting out of all works, but the pieceworker shall provide at his own cost all labour, materials and staff required for so doing.

4. The responsibilities and liabilities of the pieceworker with regard to observance of laws, local regulations and notices, accidents, hoarding, lighting, observations, employment of watchmen, care to be taken during blasting operations, protection of adjoining and existing premises, shall be the same as those described in section F of the Preliminary Specifications of the Madras Detailed Standard Specifications.

5. The pieceworker shall not make any excavation on the site for the purpose of obtaining gravel, sand or soil, other than that shown on or implied in the drawings, except with the previous permission of the Project Executive Officer. Old curiosities, relics, coins, etc., found in excavating or pulling down shall be the property of Government.

6. The pieceworker shall not without the written consent of the Project Executive Officer assign the contract nor sublet any portion of the same.

7. The quantity of work executed shall be measured and payments made ordinarily monthly or oftener as required. On the completion of the work or the termination of this agreement, final measurements will be made and the account adjusted accordingly.

8. Any unforeseen additional work that may become necessary and is accordingly carried out under this agreement under proper written orders, shall be measured and valued by the Project Executive Officer or his representative at the rates contained in the original schedule and governed by the percentage of the value of work payable. In the case of items not covered by the original agreement, a rate for such items shall ordinarily be agreed upon and entered in a supplemental slip and signed by both the pieceworker and the accepting authority and attached to the agreement, prior to the execution of the additional work. If it is not possible to arrive at such an agreement, then the pieceworker shall on written orders of the accepting authority be paid for the cost of labour employed and the materials supplied plus 10 per cent thereon, on the production of necessary vouchers to the Project Executive Officer. If the Project Executive Officer considers that the payment, for the work on the basis of vouchers presented is unduly high, he shall direct payment in accordance with such valuation as he considers fair and reasonable and his decision in the matter will be final.

9. A sum equal to not less than 10 per cent of the amount of payment due to the pieceworker on account of each part bill, shall be withheld and only the balance paid to him, till the successful completion of the work. The amount so withheld shall be paid back at the time of the payment of final dues to the pieceworker, if the work has been successfully completed. If for any reason the pieceworker is not able to continue and complete the work satisfactorily, the Project Executive Officer, is entitled at his discretion to utilise a part or whole of the amount thus withheld towards the meeting of any losses that Government may incur in employing another agency for the successful conclusion of the work.

10. The Project Executive Officer will also have the right to forfeit such part of the withheld amount as he deems fit for delay in execution of works or for unsatisfactory work. The pieceworker will, however, be duly notified in writing of such penalties during the course of execution.

Date:

Witness: (1) Signature of party.

(2) Residence.

Accepted by me.

NOTE: —(1) While accepting the agreement the accepting authority should specify the number of pages in the agreement, and the number of items in the Schedule. A line should be drawn under the last item of the Schedule.

(2) The pieceworker and the accepting authority should affix their signature at the end of each page and at other documents attached thereto. Similarly all corrections and deletions should be properly attested by the pieceworker and the accepting authority.

1000 Cards

DIVISION—

SUBDIVISION—

CASH BOOK VOUCHER NO.—

SCHEDULE DOCKET NO.—

MONTH—

Running Account Bill C.

Name of work.....

.....

.....

Purpose of supply.....

.....

.....

Name of contractor .....

.....

Serial number of this Bill

Number and date of his last bill for this work.....

Reference to Agreement.....

1.—Account of work done or supplies made.

Unit.	Quantity executed (or supplied) up to date as per measurement book.	Items of work or supplies (grouped under "sub-heads" or "sub-works" of estimate.)	Rate	AMOUNT		REMARKS
				*Up to date	*Since previous bill (total for each sub-heads.)	
(1)	(2)	(3)	(4)	(5)	(6)	(7)
			Rs. A. P.	Rs. A.	Rs. A.	
		Carried over ...				

*If the outlay on the work is recorded by sub-heads, the total for each sub-head should be shown in column (5) and against this total there should be an entry in column (6) also. In no other case should entries be made in column (6).

Unit (1)	Quantity executed (or supplied) up to date as per measurment book. (2)	Items of work or supplies (grouped under "sub-heads" or "sub-works" of estimate.) (3)	Rate (4)	AMOUNT *Up to date (5)	AMOUNT *Since previous bill (total for each sub-head.) (6)	REMARKS. (7)
			Rs. A. P.	Rs. A.	Rs. A.	
		Brought forward ...				

Total value of work done or supplies made to date ...	(A)	
Deduct value of work or supplies shown on previous bill ...	...	
Net value of work or supplies since previous bill	(F)	
(F) (in words)		

II –CERTIFICATES AND SIGNATURES.

The measurements were made by.....

.....and are recorded at page.....of measurement Book No.....

No advance payment has been made previously without detailed measurements.

Dated signature of officer preparing the bill. .....

.....

(Rank).....

Dated signature of contracter.

*Dated signature of officer authorising payment. .....

(Rank).....

*The signature is necessary only when the officer who prepares the bill is not the officer who authorizes the payment. In such case two signatures are essential.

III.—Memorandum of Payments.

*Figures for works abstract Rs.	A.	P.		Rs.	A.	P.
			1. Total value of work done as per Account I, column 5, entry (A)			
			2. *Deduct* amount withheld—			
			(a) From previous bills as per running Account Bill ...			
			(b) From this bill			
			2			
			3. Balance, i.e., up-to-date payments (Item 1-2) (K)†			
			4. Total amount of payments already made as per entry (K) of last Running Account Bill No..... (C.B.V. No.....S.D.T. No. .....) of....., forwarded with the accounts for			
			5. Payments now to be made as detailed below:—			
			(a) By recovery of amount creditable to the work:— Value of stock supplied as detailed in the ledger for .... (a)			
			Total 2 (b)+5(a) ... (G)			
			(b) By recovery of amounts creditable to other works or heads of accounts:— .... (b)			5
			(c) By cheque ‡			
			Total 5 (b) + (c) ... (H)			

§ Pay Rs. (.....) .....

.....by cheque. ‡

Dated initials of disbursing officer.

‖ Received Rs. (.....)

.....as per above memorandum on account of this work.

Date .....

^c Witness.

Full signature of contractor.

Paid by me, vide Cheque No.....

Dated initials of person actually making the payment.

IV.—Remarks.

* Not required in the case of bills of suppliers.

† This figure should be tested to see that it agrees with the total of items (4) and (5).

‡ If the net amount to be paid is less than Rs. 10 and it cannot be included in a cheque, the payment should be made in cash, this entry being altered suitably and the alteration attested by dated initials.

§ Here specify the net amount payable vide item 5 (c).

‖ The payees' acknowledgment should be for the gross amount paid as per item 5 (i.e., a+b+c).

^c Payment should be attested by some known person when the payee's acknowledgment is given by a mark, seal or thumb impression.

RDP(I).

Memo No. 1770 RDP(I)/55-1

dated 8/3/55

Subj: L.D. Wks - S. Kanara Dt. - Printing of forms, agreements, forms etc at in Local Presses - Expd. - Sanction.

A copy of letter no. MI/2018/55 dated 24/2/55 from the Collr. of S. Kanara in original together with encls. is forwarded to the C. of S.P. He is requested to state whether the amount of Rs 35-12-0 claimed charged by the local press is reasonable. The enclosures in original sent herewith should be returned to Govt.

for 5/3/55 7/3/55

CENTRAL DESPATCH BRANCH
Date 10/3/55 Despatch Initials.

To the C. of S.P (with encls)
(R.D 31.3.55)

Note: Please see P I C F. The Collr. of S. Kanara should have obtained the prior permission of the C. of S.P. for printing the forms locally. The C of S.P may be

Consulted [redacted]
3 the bill. The draft memo circulated is
for approval
4
SP 21.55
6/5/55

7/8/55

23

From
H. J. Stooks, I.A.S.,
Controller of Stationery
and Printing, Madras-1.

To
The Secretary to Government,
Public Department,
Fort St. George, Madras.

Pr.No.398/55/Comp[illegible] dated 3-3-55.

Sir,

Sub: Local Development Works - South Kanara District - Printing of proformas, agreement forms etc. in local press - Printer's claim Scrutiny of.

Ref: Government Memorandum No.1770 RDP VI/55-1 Pub dated 8-3-1955.

21 April

The sum of Rs.35-12-0 claimed by the Saraswathi Printing Works Ltd., Mangalore for printing three kinds of forms may be admitted.

All the enclosures are returned herewith.

for Controller. 26/3

rr/263.

26/3/55

Pub (R&D VII) Deptt

C. No. 1770 RD D VII | 55

Abstract:- ~~Stationery and Printing~~ Local Development Works. South Kanara DC. - Proforma, agreement forms etc - printing at private presses - Expenditure - Sanctioned -

Read the following:-

From the Collector of S. K., No. MI/2018/55, dt 24/2/1955

From the C. of S & P., Madras, Pr. No. 398/55/Computing, dated 23/3/55.

640

G. O. Rt. No. ~~637~~ dated 28-4-1955.

Sanction is accorded to ~~incurring~~ an expenditure not exceeding Rs. 35/12/- (Rupees thirty five and annas twelve only) towards the ~~printing of~~ 2000 proforma forms, 500 Agreement form and 1000 bill forms in connection with the implementation of L. D. Works programme in the South Kanara DC

2. The expenditure should be debited to ~~the relevant sub-heads of Presses and [illegible] appropriation under~~ 56, Stg + Rg - e, Printing at Private Presses 26. General Administration/ ~~3. General Edtts.~~ - ~~Collectors and Magistrates~~ = 6.0/- Printing charges ~~debitable to [illegible]~~

3. The action of the Purty

Collector of South Kanara in having printed the
~~contract to the printing of the~~
forms mentioned in para 1 above in
private presses in anticipation
of the approval by Govt. ~~sanction~~, is ratified.

CENTRAL DESPATCH BRANCH
Despatched by
195 . Dom/Miche. Initials.

To the Collector of S.K., Mangalore
~~with ref to his letter~~
1. The Comptr. & Cashier.
2. The A.G., Madras. Thro the
~~Copy of the ltr to Finance Dept.~~
Copy to The Pub (RDP VIII & ~~XIII~~
S. E VII Retyp Pol Dept
Toddy

NOTE:— The letter from the
Collector of S.K. orp 1 Cy and
the remarks of the C. of S.P.
thereon orp 23 Cy may be
perused. Subject to orders, the
draft order above is for approval.
2. P.W.D. & Finance may
see for necessary Send to RDP VIII

Thro RDP VIII

~~Thro RDP VIII~~
Thro RDP VIII
A.A.S.T.

~~DS (RDP)~~

PWD
Finance

ADDITIONAL DEPUTY SECRETARY TO GOVERNMENT
7- APR 1955
PUBLIC WORKS DEPARTMENT

29075

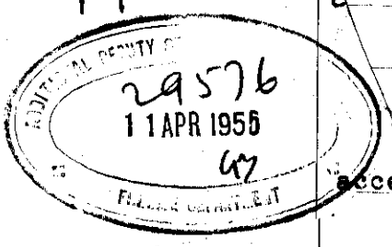
Pub. no 1440 RDP VI/55-2
dt 6/4/55

ADS: The draft order on pp1-2 ante may be accepted subject to the amendment to para 2 of the draft indicated in pencil. The file may be passed on to Finance.

8/4/55

9-4-55 Fin.

P.W.D No No.29075/D/55-1
9/4/1955



Fin.(Exp.B)

The draft order on pp.1-2 above may be accepted subject to the following remarks:--

Only the actual "Works" expenditure under Local Development works programme is debited to the Local Development Works budget under "63-B." All other expenditure on staff and contingencies is debited to other service heads such as "25. General Administration", "39.P.H." etc. In the present case the expenditure should be debited to the head "56. Stationery and Printing - e. Printing at private presses." As no question of recovery from other Governments or Commercial departments is involved, the expenditure need not be transferred to "25.General Administration for credit to XLV" as indicated by P.W.

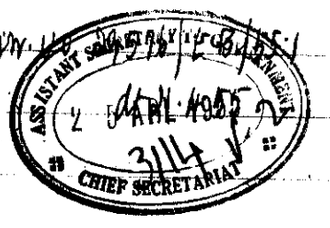
Pub.(R.D.P.) may make necessary amendment to para 2 of the draft.

Thro' B.G.

16-4-55 AW 18/4/55 DOS 21/4/55 - Pub(RDP)

(Note of points in pp1-2 above) Pub(RDP)VI

The draft order on pp1-2 above as amended may now issue.



2/4/55 22/4/55 22/4/55 MP 22/4/55

Issued as G.O. Rt No. 340, Public, D 26/4/1955